



Delaware Economic Development Office

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #36-1108-942

Entrepreneurial Resource Specialist

Opening Date: November 3, 2008

Closing Date: December 8, 2008

Vacancy Exists

Salary: \$52,433 - \$65,541 (Minimum – Midpoint) Pay Grade 18

Recruiting For: Delaware Economic Development Office, Capital Resources

Location: Kent County, Delaware Economic Development Office, Dover, DE

Summary Statement: The incumbent in this position must possess extensive knowledge and have good working relationship with all aspects in the small business community. They will need to have a thorough knowledge of financial assistance programs with a focus on seed, mezzanine financing and venture capital, as well as a good working relationship with venture capital providers and angel investors locally and in surrounding areas. Also required is a strong relationship with external partners to include SBDC, local chambers, SBA, banking community, attorneys and CPA's working with angel and venture capital prospects, etc. A thorough knowledge of financial needs of rapid growing businesses and a sophisticated ability to structure venture capital deals is required. Must be a liaison between businesses and external financial partners to allow small businesses to create, retain or expand their current employment base. Must be able to analyze existing incentive programs locally and statewide for competitive edge program development.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

- BS Degree in Business Administration or related field or 5 years of related experience (Master Degree in Finance a plus)

- Experience in structuring financing for start-ups and mid-stage firms
- Strong Business experience
- Exceptionally strong customer-orientation

Examination: Applicants are evaluated based upon a rating of training and experience.

Principal Accountabilities:

- Responsible for analyzing a company's financials and work plan with ability to provide technical and financial assistance
- Consult with other public and private organizations on behalf of the client
- Attend Council on Development Finance meetings and will make presentations on behalf of applicants if necessary
- Knowledge of seed funding, angel investing and venture capital resources
- Good relationship and knowledge of programs offered by external partners
- Knowledge of laws, rules, and regulations pertaining to small businesses funding
- Analytical abilities dealing with financial statements

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- A cover letter and resume should be emailed to dedo.resumes@state.de.us or submitted directly to: Delaware Economic Development Office (DEDO), Attn: Human Resources, 99 Kings Highway, Dover, DE 19901, Telephone (302) 739- 4271, Fax (302) 739-5749

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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